



# Capital Improvement Projects

## Standard Operating Procedure

**REFUSE  
DISPOSAL  
DIVISION**

### Divisional

Capital Improvement Projects (CIP's) are major projects to correct or upgrade conditions at our landfill sites. They may be driven by a regulation (i.e. Article 5), a response to an emergency (i.e. water or earthquake damage), or just something that needs to be done. Usually, plans and specifications are prepared by an outside consulting firm because of time constraints and/or necessity of professional expertise. CIP projects will only be assigned by the Inactive Landfill Supervisor or Deputy Director. These projects are Council approved and require advance submittal. Annual allocation can be used for ongoing improvements and as-needed work.

### *Guidelines:*

1. Develop a scope of work for the required project. Review scope of work with Inactive Landfill Supervisor to make sure you have a complete understanding of all underlying issues. Determine if project can be designed in-house or requires the expertise of consultants.
2. Develop a project budget estimate. Ensure adequate funds are provided for in the CIP budget by coordination with ESD CIP liaison.
3. Process all required paperwork and hire consultant pursuant to AR 25.60. Monitor progress of consultant through the design phase guiding them to overall objective. Identify design review team, if necessary, and coordinate periodic evaluations of consultant submittals. Provide design feedback and direction to consultant(s). Make timely reviews of all invoices and process as warranted.
4. Determine any and all environmental concerns and obtain all required permits (if any are deemed necessary). Except those (if any) explicitly required by the construction contract specifications to be obtained by the contractor (i.e. NPDES permits).
5. Process all required paperwork and hire contractor pursuant to City regulations and policies.
6. Supervise contractor either as Construction Manager or in conjunction with E&CP's Resident Engineer. Ensure project is constructed as designed and all construction related paperwork (i.e. invoices, EOP, etc.) is accurate, complete and submitted on time. Coordinate any necessary design changes and try to keep change orders to a minimum. Approve final completed project.
7. After all invoices are paid and all work on the project has ended, close out the project's specific CIP number.



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### **Benefit of Compliance to Instruction:**

- We get what we want
- Major Landfill Improvements are completed in a timely manner
- Clear accounting of funds expended on a particular project

### **Consequence of Non-Compliance to Instruction:**

- Constraints on future CIP Projects
- Violations and/or fines from Regulatory Agency(s)
- No clear accounting of funds expended on a particular project
- Unworkable projects, cost overruns, etc.
- Disciplinary action for improper work performance

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Environmental Management System (EMS) – ISO 14001

Process Map #: N/A

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